

eZ-Audit
Use-Case Specification 11: Submission of Additional
Information

Version 1.1

eZ-Audit	Version: 1.1
Use-Case Specification 11: Submission of Additional Information	Date: 08/07/02
Use Case 11	

Revision History

Date	Version	Description	Author
07/17/02	1.0	Final version created for 7/17 Deliverable Submission.	Bobbi Beach
08/07/02	1.1	Revised version created for deliverable re-submission	Bobbi Beach

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Use-Case Specification 11: Submission of Additional Information

1. Submission of Additional Information

1.1 Brief Description

An Institution user will have the ability to submit additional information related to their compliance audit/financial statements to the Department of Education through the eZ-Audit system. The eZ-Audit system will accept the submission of additional data as an upload/attachment of a .pdf file.

2. Flow of Events

2.1 Basic Flow

1) Data Entry actor selects “Submit Additional Information” option

The Data Entry actor selects the “submit additional information” option from their home page.

2) System presents the “submit additional information” page

The system presents the user with a page that has data fields for them to enter the period covered by the financial statements/compliance audit that they are submitting additional information for and also allows them to browse for and attach .pdf file(s).

3) Data Entry actor enters the period that the additional information is being submitted for

The Data Entry actor the start and end dates of the period covered by the financial statements/compliance audit for which they are submitting additional information.

4) Data Entry actor selects the submission type to associate with

The Data Entry actor is presented with a drop-down list that includes all open (non-resolved) submissions. The Data Entry actor must select the submission from the list that the additional information is to be associated with.

5) Data Entry actor attaches additional information

The Data Entry actor has the ability to browse for, select a file(s) to upload for submission, and save selected file(s) to be uploaded (all files must be .pdf). The Data Entry actor can select one file at a time to upload, but several files can be uploaded for submission. Files selected will be displayed in a list for the Data Entry actor on the “submit additional information” page.

6) Data Entry actor submits additional information

The Data Entry actor selects the “Submit” function once all files have been attached/uploaded.

7) System performs edit check on the file extension

The system performs an edit check on the attached/uploaded file(s) to ensure they are .pdf.

8) System displays text message on screen

The system displays a text message on screen that the additional information has been received by the Department of Education. The Data Entry actor is taken back to their home page.

2.2 Alternative Flows

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2.2.1 *Attached Files are not .pdf*

In step 6 and 7 of the Basic Flow, if the system determines that the file extension(s) are not .pdf, the system will display an error message to the Data Entry actor that the only type of attachments accepted are .pdf. The system will then return the Data Entry actor to the “submit additional information” page.

3. **Special Requirements**

No Special Requirements for this use case.

4. **Preconditions**

4.1 **Institution Data Entry user must be logged into eZ-Audit system**

5. **Postconditions**

5.1 **System associates submitted information**

The system will associate the additional information with the submission selected by the data entry actor. Once associated, the system will update the status of the submission to “Additional Information Received” and will provide a link to the submitted information for the appropriate ED user.

6. **Extension Points**

No Extension Points for this use case.

7. **Requirements**

The following requirements apply to this use case:

GEN1129 The system will accept further explanation required from the institution.

GEN1130 The system will allow institutions to submit additional information regarding findings that exceed an error rate of 10%.

GEN1132 The system will allow institutions to submit information regarding appeals.

GEN1133 The system will allow institutions to submit information regarding expansion of the sample.

GEN1271 The system will require all additional information be submitted as an attachment.